

Cabinet Office (Civil Service HR) is seeking to create a commercial approach which will help in the search for senior and specialist civil servants.

The Authority (Cabinet Office) has identified roles with a variety of seniority, experience and expertise. These may include, but will not be restricted to, Permanent Secretary, Director-General, other senior specialist posts and some Public Appointments. This approach will operate alongside our existing processes of executive search. The purpose is to build longer term strategic relationships with a small number of expert executive search firms who can respond quickly and effectively to the Authority's recruitment requirement as and when necessary.

The Authority want the firms who provide this service to:

- respond quickly and effectively to the Authority's individual recruitment requirements;
- help the Authority find new and more innovative ways of sourcing candidates;
- work with the Authority to build candidate pools so that the Authority builds relationships with people who may be suitable for future - not just immediate - requirements. This should include helping the Authority to build more diverse candidate pools;
- where required, provide assessment and selection services suitable for executive posts; and
- where required, work with the Authority and candidates who join from other sectors to ensure an effective transition.

The Authority needs to supplement the existing population of senior professionals in the Civil Service with new hires from the external market. The Authority's requirement is for executive search capability to work alongside the Authority to fulfill the growing recruitment needs over the next 18 to 30 months.

The Authority is looking for 3 separate agencies to work closely with the Authority over the next 18 to 30 months to provide external recruitment capability and expertise in the hiring of senior individuals. The final number of agencies is subject to change.

The requirement is for a partnership approach, where it is expected that appointed agencies will develop a deep working knowledge of the Authority's recruitment needs, stakeholders, processes and the landscape recruitment marketplace, to effectively and efficiently build a successful programme of recruitment, working collaboratively with all parties involved.

The Authority's decision on the allocation of work across the successful suppliers will be based on the particular expertise of each agency that best matches the Authority's requirements.

Contracts will be awarded against the proven capability of each search agency to recruit suitable candidates. Under the contract each supplier will be required to identify, source and manage suitable candidates throughout the recruitment process. This will be their Primary role.

The scope of the supplier will include: sourcing of candidates & managing the handling and briefing of the candidates to the point of interview and offer management. Other activities such as placing of adverts, response handling, sifting, process management and administration of campaigns will be determined on a campaign-by-campaign basis and may be handled either by the supplier or internally within the Civil Service.

The supplier will be expected to work in-between competitions building up pools of suitable candidates for particular roles and/or specialisms.

The contract will run for an initial period of 18 months and the Authority would look to extend for a further 12 months if required (in two 6 monthly increments).

BUDGET

The Authority expects approximately 30 requirements per year, at an average cost of between £30k and £80k per requirement. A rough estimate of all competitions would be £2.5 million.

The Authority would like potential suppliers to propose any alternative and innovative pricing models that would incentivise all parties and maximise the potential for success in this particularly challenging requirement.

LOCATION

The Authority anticipates that the roles will be largely based in or around London, although other locations may be relevant to particular roles. The Suppliers will need to accommodate the flexibility around location in the course of their search.